

MEDICAL LABORATORY SCIENCE STUDENT HANDBOOK
IDAHO STATE UNIVERSITY
UPDATED AUGUST 2025

SECTION I: The Medical Laboratory Science Profession

- A. ASCLS Code of Ethics
- B. Pledge to the Profession

SECTION II: Academic policies

- A. Overall Evaluation of Student Performance
- B. MLS Faculty Committee (MLSFC)
- C. Evaluation of Student Academic Work
- D. Standards of Academic Progress
- E. Master Internship Core Required Task Checklist
- F. Academic and Disciplinary Probation
- G. Consequences of Substandard Performance
- H. Dismissal from MLS Program
- I. Dismissal from the Clinical Internship
- J. Remediation
- K. Withdrawal from the program
- L. ASCP Eligibility
- M. Graduate Students
- N. Registration Requirements
- O. Assessment Consent

SECTION III: Program Policies

- 1. Program General Policy
- 2. MLS Advising Policy
- 2. Placement Policy
 - A. Clinical Rotations General Policy
 - B. Sites not established with the Program.
 - C. On-line students
 - D. Clinical Placement
 - E. Vaccinations & CPR
 - F. Health insurance
 - G. Drug Screening and Background Checks
 - H. Professional Liability
 - I. Clinical Rotations Format
 - J. Clinical site policies
 - K. Reporting Accidents and Incidents
 - L. Emergency
 - M. Dress Code Policy
 - N. Assessment Consent

In addition to the MLS Student Handbook, students will be accountable for all Idaho State University rules, guidelines, handbooks, policies and procedures.

SECTION I: The Medical Laboratory Science Profession

A. ASCLS Code of Ethics

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which clinical laboratory professionals practice their profession.

a. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

b. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

c. Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

B. Pledge to the Profession

As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession.
- Preserve the dignity and privacy of others.
- Uphold and maintain the dignity and respect of our profession.
- Seek to establish cooperative and respectful working relationships with other health professionals.
- Contribute to the general wellbeing of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

SECTION II: Academic Policies

A. Overall Evaluation of Student Performance

The faculty of the Idaho State University Medical Laboratory Science Program are charged with the responsibility to determine the clinical and professional capacity of every student. Throughout the Program, formative and summative evaluations are performed to measure the student's competence, identify areas of weakness and recommend whether or not the student should continue in the Program. The faculty are required to identify any student's failure to comply with Program policies and requirements deemed necessary for professional competency, and to make recommendations to the Program Director.

B. MLS Faculty Committee (MLSFC)

1. Role of the Committee

The MLSFC is a standing committee of the MLS Program. It has responsibility for the evaluation of student academic and professional progress and to make recommendations for action to the Program Director. The Committee may recommend to the Program Director a formal acknowledgement of a student's standing and any of the following actions:

- a. Recommendations for academic progress
- b. Academic Warning
- c. Academic Probation
- d. Academic Dismissal
- e. Disciplinary Probation
- f. Disciplinary Dismissal
- g. Voluntary Withdrawal
- h. Leave of Absence
- i. Remediation Plans

2. Composition of the Committee

The MLSFC is comprised of three MLS faculty and staff. The Program Director may occupy one of these seats.

3. Appearance before the Committee

Students in the MLS Program are expected to make satisfactory academic and professional progress toward completion of the degree requirements. Failure to comply with the Program's standards will result in action by the MLSFC. All student appearances before the Committee will be arranged by the Program Director.

C. Evaluation of Student Academic Work

1. Letter Graded Evaluation

All courses and internships taken by students will be evaluated by letter grade according to the approved standard University grading scale as follows:

Grade Quality Points A+ 4.00 A 4.00 A- 3.67 B+ 3.33 B 3.00 B- 2.67 C+ 2.33 C 2.00 C- 1.67 D+ 1.33 D 1.00 D- 0.67 F 0.00 Definition of A+, A, A- = Excellent performance B+, B, B- = Very good performance C+, C = Satisfactory performance C-, D+, D, D-, F = Unsatisfactory performance I = Incomplete NR = No report WX = Administrative withdrawal W = Withdrawal "IP" = In Progress.

PLEASE NOTE: Receiving a grade of a C+ or lower in one or more courses may result in a cumulative GPA that does not meet Standard I for academic progress (i.e., a GPA below 2.50).

2. Non-letter Graded Evaluation

In Professionalism Evaluations and clinical rotations students are given either a "Pass/Fail" evaluation or a "Satisfactory/Unsatisfactory" evaluation.

3. Clinical Internship Evaluation

During the clinical phase of the Program students are evaluated using a number of instruments to assess knowledge, clinical skill development, professionalism, and overall competency to practice as a medical technologist. These include, but are not limited to, preceptor evaluations and professionalism evaluations.

Unsatisfactory performance (or an unsatisfactory grade "U") in any of the Clinical Internship classes (MLS 4490, MLS 4491, MLS 4492, MLS 4493, or MLS 4494) is equivalent to a grade "F", or "Fail" evaluation and will result in dismissal from the ISU MLS program.

D. Standards of Academic Progress

Every student must meet the following Standards (I, II, III) of academic progress in each semester and/or enrollment period in order to be designated as making satisfactory academic progress in the Program and to be considered "in good standing" in the Program. Failure to meet all four standards in any semester will result in consequences as outlined in Section II.

Standard I

Every undergraduate/second B.S. student must maintain a minimum ISU MLS curriculum cumulative grade point average (GPA) of 2.50 (on a 4.00 scale) for all courses and internships while enrolled in the Program. Graduate students must maintain a minimum ISU MLS Program curriculum cumulative GPA of 3.0. During the didactic phase of the program, cumulative GPA will be calculated at the conclusion of the Fall and Spring semesters.

Standard II

Every student must attain a letter grade of C or higher in each graded course or a "Satisfactory" evaluation in each "Pass/Fail" course and internships. Any grade below a C grade (i.e., C-, D+, D, D-, and F) will be considered unsatisfactory and thus designated as a failure of that course or internship. Any grade below a C will result in dismissal from the ISU MLS Program.

Every student must attain a letter grade of C or higher in each graded course or a "Satisfactory" evaluation in each "Pass/Fail" course and internships on the midterm evaluations. Any grade below a C grade (i.e., C-, D+, D, D-, and F) on the midterm evaluations will be considered unsatisfactory and result in probation. Any Unsatisfactory "Fail" grade on the midterm internship evaluation will result in probation.

If placed on probation following a midterm evaluation, students failing to obtain final minimum grades of at least "C" in graded courses or "S" in pass/fail courses at the end of the course will result in dismissal/termination from the MLS Program.

Standard III

Every student must maintain a “Satisfactory” rating in all categories of the Professionalism Evaluation on a continuing basis throughout the student’s enrollment in the Program.

Every student must achieve a “Pass” or “Satisfactory” evaluation on all non-letter graded assignments and projects designated as “required.” This specifically applies to lab exercises and experiments.

E. Master Internship Core Required Task Checklist

The following checklist of departments and procedures/tasks are the MINIMUM core items required by the ISU MLS Program. These core items may be attained by the student at different clinical laboratory locations. A specific clinical laboratory location may do additional tasks than listed. They are encouraged and can and should expose them to the student if possible. However, these optional items are NOT required and may not be available to all students in the ISU MLS program.

A minimum a score rating of **5** is required in all performance areas listed in order to be checked as completed for earning a Satisfactory (Pass) grade in all sections of the clinical rotation courses (MLS 4490-4494). All checklist items listed as “discussion” only may have a score of **1** to Pass. Any level below a 5 in performance areas will result in a Unsatisfactory grade for that rotation. The grades are given by the clinical preceptors during rotations.

If the score rating of **5** is not achieved, the student will earn an Unsatisfactory (Fail) grade for this section/s of internship and will be dismissed from the program. The student will not be placed on probation and will not be eligible for the ASCP examination.

Level of Achievement Key

	Level	
Discussed	1	Task discussed; principle explained; student can restate principle
Demonstrated	2	Task has been demonstrated by instructor. Student has observed and asked any necessary questions
Practiced	3	Practiced the task under the direction of the instructor
Performed	4	Can Perform the task under the direct supervision of the instructor
Proficient	5	Can Perform the task with minimum supervision by an instructor
Mastery	6	Can Perform the task with no supervision

Items listed under special procedures on the checklists are dependent on availability, and may not be offered at every lab. No penalty is taken for items that are not available under special areas. If a listed procedure is unavailable outside of special procedures, student must work with the Program Director or Clinical Coordinator for alternative submission.

F. Academic and Disciplinary Probation

If a student fails to meet the relevant Standards of Academic Progress at the midterm or at the completion of the fall or spring semester, the student will be referred to the MLSFC, and at a minimum, be placed on Academic or Disciplinary Probation.

A student will be allowed only one period of Academic or Disciplinary Probation throughout his or her entire enrollment in the Program. Once a student is placed on probation and successfully completes all of

the requirements for the probationary period as outlined by the Committee, the student will be returned to “good standing” status in the Program. Any occasion for a second probation (Academic Probation or Disciplinary Probation) will result in termination of MLS Program. If any of the following occur at any point during the course of study, the student will be immediately dismissed from the Program.

Unsatisfactory evaluation in at least one of the internship/rotation courses will result in dismissal from the Program. The student will not be placed on probation.

If the student is on a probationary status within the MLS program, a signed statement of understanding, generated by the MLS Program Director, concerning the probationary requirements to be met by the student, must be in the student’s file in the MLS program office within 2 weeks of receiving it.

G. Consequences of Substandard Performance

1. Substandard Performance on Standard I

Every undergraduate student must maintain a minimum cumulative grade point average (GPA) of 2.50 (on a 4.00 scale) in the ISU MLS Program curriculum. Graduate students must maintain a minimum cumulative GPA of 3.0. Failure to maintain a minimum ISU MLS Program curriculum cumulative GPA of 2.50 will result in Academic Probation and referral to the Progress and Promotion Committee for potential further action. The period of Academic Probation will be one semester and will be effective during the next semester in which the student is enrolled. Failure to meet all of the following requirements of Academic Probation for Standard I by the end of the probationary semester will result in dismissal from the Program:

- a. Complete all of the required academic coursework as sequenced in the MLS Program curriculum.
- b. Maintain a minimum ISU MLS Program curriculum cumulative GPA of 2.50/3.0 (undergraduate/graduate).
- c. Achieve a grade of C or higher in all didactic courses and a “Satisfactory” evaluation in all internships.
- d. Obtain “satisfactory” ratings in all categories of the Professionalism Evaluation.
- e. Seek and participate in academic counseling from the ISU Counseling and Development Center.
- f. Satisfactorily complete all non-graded requirements of the Program.
- g. Complete all remediation activities required by the Program Director on recommendation by the MLSFC.

2. Substandard Performance on Standard II

Phase I Consequences

Every student must achieve a letter grade of C or higher in each course while enrolled in the MLS Program. Any grade below C (i.e., C-, D+, D, D-, and F) is considered unsatisfactory and does not meet the Standards of Academic Progress. Any student who receives one grade below C for any program course will be subject to program dismissal as determined by the MLSFC. Any student who receives two or more grades below C for any program courses will be subject to automatic Program dismissal. The MLSFC returning to the Program, the student will be on Academic Probation for that semester and will be required to repeat the failed course and achieve a grade of C or higher.

The Committee allows no more than one year lapse before returning from a required academic leave of absence. Failure to meet all of the following requirements of Academic Probation for Standard II by the end of the probationary semester will result in dismissal from the Program:

- a. Repeat and successfully pass the course at its next offering with a grade of C or higher. NOTE: Failure to pass the course a second time with a minimum grade of C will result in Program dismissal.
- b. Complete the required academic coursework as sequenced in the MLS Program curriculum.
- c. Undergraduate students: Maintain a minimum ISU MLS Program curriculum cumulative GPA of 2.50.
Graduate students: Maintain a minimum ISU MLS Program curriculum cumulative GPA of 3.4.
- d. Achieve a grade of C or higher in all courses.
- e. Obtain “satisfactory” ratings in all categories of the Professionalism Evaluation.
- f. Satisfactorily complete all non-graded requirements of the Program.
- g. Seek and participate in academic counseling from the ISU Counseling and Student Development Center.
- h. Complete all remediation activities required by the Program Director on recommendation by the Progress and Promotion Committee.

Phase II Consequences

Failure to meet all of the following requirements of Academic Probation for Standard II by the end of the probationary semester will result in dismissal from the Program:

- a. Complete the required academic coursework and internship as sequenced in the MLS Program curriculum.
- b. Maintain a minimum ISU MLS Program curriculum cumulative GPA of 2.50.
- c. Achieve a grade of C or higher in all courses and internships.
- d. Obtain “satisfactory” ratings in all categories of the Professionalism Evaluation.
- e. Satisfactorily complete all non-graded requirements of the Program.
- f. Seek and participate in academic counseling from the ISU Counseling and Student Development Center.
- g. Complete all remediation activities required by the Program Director on recommendation by the Progress and Promotion Committee.

3. Standard III

The MLSFC reserves the right to provide competency assessment evaluations as deemed necessary. The terms and consequences of this assessment will be available to student in writing prior to the assessment. The terms and consequences should be signed by the student.

During a probationary period, the student will be expected to remediate and improve the unsatisfactory area of professionalism as recommended by the MLSFC. If the student is unable to meet all of the following requirements of Academic or Disciplinary Probation for Standard III by the end of the probationary semester, the student will be dismissed from the Program:

- a. Earn ratings of either “Skill Demonstrated” or “Skill Developing” in all categories in which ratings of “Unsatisfactory” were received in the previous semester.
- b. Complete the required academic coursework and internships as sequenced in the MLS Program curriculum.
- c. Maintain a minimum ISU MLS Program curriculum cumulative GPA of 2.50. Graduate students: Maintain a minimum ISU MLS Program curriculum cumulative GPA of 3.0.
- d. Achieve a grade of C or higher in all courses and internships.
- e. Obtain “Satisfactory” ratings in all categories of the Professionalism Evaluation.
- f. Satisfactorily complete all non-graded requirements of the Program.
- g. Complete all remediation activities required by the Program Director on recommendation by the MLSFC.

Serious breaches of professionalism, academic dishonesty or insubordination by a student will result in a recommendation by the MLSFC for immediate termination of enrollment. The examples include, but limited to: causing harm to others, cheating, plagiarism, dishonesty while on rotations, committing a felony, and disrespect to others as outlined in ISU Student Conduct Code (*Policy #5000*, <https://www.isu.edu/media/libraries/student-affairs/5000-Student-Conduct-System.pdf>).

H. Dismissal from MLS Program

Dismissal from MLS Program requires the immediate removal of the student from enrollment in the MLS Program.

Because MLS students, after graduation, may be certified to practice lab work and may be required to assume responsibility for the life and welfare of other human beings, every student is expected to demonstrate a level of competence and a pattern of behavior that are consistent with these professional responsibilities.

Academic performance or patterns of behavior that are judged by the faculty, staff, and/or clinical preceptors to be unacceptable may lead to a recommendation by the MLSFC for dismissal. Documented lack of integrity including, but not limited to, cheating, plagiarism and forgery are all causes for immediate dismissal.

Upon acceptance by the Committee of a proposal to consider a recommendation for dismissal, the Program Director will convene a special meeting of the committee for the purpose of hearings and decisions. The student for whom dismissal is being considered will be given a written statement of the charges against him or her and notice of the time and place of the hearing at least ten calendar days prior to the meeting. The Dean of the School of Health Professions will be copied on this notice to the student. At the conclusion of the special meeting, a final decision will be communicated in writing to the student and the Dean. The student may appeal the decision through general ISU Grievance or Appeals Policy procedures which can be found at isu.edu/policy.

Students may be dismissed from the Program without first having been placed on probation. Disregard for professional conduct and contempt for teamwork as well as disruptive behavior and insubordination may constitute the sole reason for dismissal from the Program.

Procedure for Dismissal

1. Students being considered for dismissal will be given written notification of this pending decision.
2. Students may inspect all written material upon which the proposed dismissal is based.
3. Students are required to appear before the MLSFC when a recommendation for dismissal is being considered. Students may waive their right to such an appearance in writing. Students must notify the MLS Program Director at least two (2) days prior to the scheduled meeting of their intent to appear.
4. Legal counsel may accompany a student to any MLSFC meeting they may be scheduled for if the Program Director is notified at least 10 days in advance, as this requires University Counsel's presence. Scheduling of all parties will dictate the timely fashion in which the meeting can occur which may delay the student's progression in the program, depending on the circumstances of the meeting.
5. Students (at their request) will be presented with all academic reports and evaluations used by the Committee in making a decision.
6. Students will have the opportunity to present any relevant information/evidence to the MLSFC regarding their performance.

7. Recommendations for dismissal must be based upon the evidence presented at the MLSFC meeting.
8. Students will be notified in writing of the MLSFC recommendations within ten (10) business days.
9. Students with concerns or complaints related the MLSFC recommendation or other academic or administrative matter should follow the established grievance and appeal procedures outlined in Idaho State University's official policies. These policies apply to all students and can be accessed through the ISU Policy Library at isu.edu/policy.

Remediation: For a student currently on probation

1. If probationary standards are not met, the student is dismissed from the MLS Program and not allowed in the program.
2. To reapply to the program the student must petition the MLS Program Director.
3. If unusual circumstances arise, a student may appeal by petition to the MLS Program Director for consideration.

I. Dismissal from the Clinical Internship

In addition to the dismissal policy outlined in Section IIE, all dismissal policies from the general program policies apply to this section including the following:

a. For a student not on prior probation in the clinical internship

A failure in any internship course (grade "F" or "Unsatisfactory") or failure of a critical objective will result in dismissal from the ISU MLS program.

b. For a student on prior probation

Any failure in any course or clinical rotation (grade of "U", "D" or "F") or failure of a critical objective will result in dismissal from the ISU MLS program.

J. READMISSION POLICY

1. Students who have been dismissed in writing from a clinical internship (MLS 44909-4494) or who have been administratively withdrawn for ethical or behavioral problems are ineligible for readmission to the MLS program.
2. Any student who has voluntarily withdrawn from MLS program due to personal circumstances may reapply the following year, provided he/she has the approval of the Program Director. Readmission will not be guaranteed.
3. Any student who withdraws or is dismissed from the MLS program due to inadequate academic performance (received a grade less than "C" or did not meet standards outlined in the MLS threshold policy) in ONE MLS course has a right to reapply.
4. Students who withdraw from two or more MLS courses, or fail in two or more MLS professional block courses (received a grade less than "C") are ineligible for readmission to the MLS program.
5. Student eligible for readmission must reapply to the program by the February 28th deadline, and will be ranked against all other incoming applicants. Readmission is not guaranteed.
6. Any readmitted student will be expected to take all the MLS professional block coursework over, with the option of testing out of classes (only previously passed classes with a grade of C or better) through a closed book, closed note, proctored exam. A student cannot test out of lab courses. Readmission that occurs two or more years after the original admissions requires any student to take all MLS professional block coursework, regardless of the original grade, [DELITE: in the course].
7. Any readmitted student who has received a grade of less than "C" in any MLS course may repeat the course one time. Any repeated course requires a grade of "B" or higher to continue in the program. No course may be repeated more than once.

K. WITHDRAWAL FROM THE PROGRAM

Students have the right to request a withdrawal from the MLS Program and should contact ISU Student Services/Registrar for information. If a student chooses to withdraw from MLS, readmission is required if he/she wishes to continue in the program at a later time. MLS students are responsible for providing notification to course instructor(s) when a withdrawal request has been approved. Readmission is not guaranteed. All university deadlines withdrawal deadlines will be upheld.

L. ASCP ELIGIBILITY

The Program Director is responsible for approving each student for the ASCP national Board of Certification (BOC) exam. Successful completion (as outlined in this policy) of all MLS Professional Block coursework, including clinical internships is required for ASCP exam eligibility. A grade of "U", or below a "C", in any MLS course or internship will result in ineligibility for the ASCP exam.

M. GRADUATE STUDENTS

If graduate students choose NOT to complete their degree, graduate level coursework is non-transferrable to the undergraduate school, and will not result in a second B.S. degree.

SECTION III: Program Policies

1. General Policies: Personal Conduct and Professionalism

The concept of professional identity implies knowledge of professional conduct, professional attitudes and professional growth collectively known as professionalism. Every student in the ISU MLS Program is expected to move intellectually and attitudinally toward developing a greater sense of professionalism in order to realize his/her greatest contribution in the promotion of health and alleviation of suffering.

In particular, the attributes of excellence, humanism, accountability and altruism together with a sense of dedication to service and ethical principles must be developed if a student is to grow toward a sense of professional competence, professional identity and the shared values which function to reinforce greater service to humanity within the MLS profession.

The ISU MLS Program is part of an educational institution in which there is an atmosphere of learning, as well as a sense of community. The Program regards as basic to professional development the principles of academic integrity, self-respect, respect for others and individual responsibility, all aspects of professionalism. Students enrolled in the MLS Program assume an obligation to conduct themselves in a manner compatible with these principles. Should a student's personal conduct adversely affect other persons, the Program, the University, or under certain conditions, the student himself or herself, the Program Director and MLS faculty will investigate and determine appropriate actions as necessary.

Examples of conduct for which students are subject to disciplinary action include, but are not limited to, the following:

- a. Dishonesty in any form, such as cheating, academic misconduct, fabrication, plagiarism, misuse of identification card, and furnishing false information to the academic institution or clinical rotation sites.
- b. Obstruction or disruption of any academic, social or administrative activity.

- c. Threats, physical harm or verbal abuse of any person on institutional property or at institutional-sponsored activities.
- d. Theft of or damage to property of the institution.
- e. Unauthorized entry into ISU facilities
- f. Violation of ISU and/or clinical site computer and internet use policies.
- g. Violation of rules governing institution facilities.
- h. Use, possession, sale or distribution of narcotics or abuse of drugs or stimulants.
- i. Drunkenness, or use, possession, sale or distribution of alcoholic beverages on institution property.
- j. Gambling on institution property.
- k. Unauthorized possession or use on campus of explosives or firearms.
- l. Failure to comply with the directions of institution officials acting in the performance of their duties.

In addition to the above, all MLS students will be subject to the rules and regulations for students matriculating at the Idaho State University (*Policy #5000, <https://www.isu.edu/media/libraries/student-affairs/5000-Student-Conduct-System.pdf>*).

Professional behavior is expected in the classroom and clinical settings at all times. Behavior in the classroom should promote comfort and enjoyment for everyone. Respect is to be shown for fellow students and instructors in all interactions.

It is reasonable that occasional use of a cellular phone or other electronic devices by students may be necessary. However, this can become a significant distraction if the student engages in excessive use. In the classroom, all electronic devices should be turned off unless their use is directly related to the topic of instruction and the activity is not distracting to other students and faculty.

If emergency phone calls are anticipated, the student should notify the instructor prior to the class period and every effort should be made to limit the disruption of the class.

In clinical settings, cell phones/pagers should be turned off during all health care delivery activities and professional meetings, unless the student has been specifically instructed to be available "on-call" by the clinical preceptor.

2. MLS Advising Policy

All MLS pre-professional and professional students are assigned an academic advisor. Advisors support students in course selection, academic planning, and achieving professional development goals. Students are expected to consult with their advisor regularly to ensure timely progress toward degree completion.

Advising is conducted in a confidential and impartial manner. Advisors are committed to providing objective guidance and maintaining student privacy in accordance with institutional policies.

It is the student's responsibility to initiate advising appointments and stay informed of program requirements. For administrative or procedural questions, students should contact the MLS Department Chair. For further guidance please refer to the MLS Advising policy on our program website under the Advisors tab.

3. Clinical Placement Policies

A. Clinical Rotations General Policy

Selection of students for clinical placement is based on academic performance, hospital/laboratory request, and other factors as determined by Clinical Coordinator. All eligible students who have successfully completed MLS-prefix Fall and Spring didactic coursework with a minimum grade of C or better will be guaranteed clinical placement.

The final placement decisions are made by the Program Clinical Coordinator. Students shall not negotiate their own clinical placement.

- a. Program Clinical Coordinator will set up the rotation sites for students in Idaho and at established ISU clinical training sites outside of Idaho.
- b. Program Clinical Coordinator has the authority to change any rotation at any time.
- c. Once confirmed, a rotation will not be changed unless it is deemed necessary by the Clinical Coordinator and Program Director. Any request to change a rotation must be done by email. The Program Director will then assess the situation and determine if a change can be made.
- d. All students will travel during clinical rotations and it is the student's responsibility to pay all travel costs related to Program requirements, including clinical assignments.
- e. In most cases, relocation for rotations shall be required.
- f. All students must check their email daily.

B. Sites not established with the Program.

If a student desires rotations that are not established with the Program, the student must first contact the Program Clinical Coordinator. The Coordinator will then facilitate the development and confirmation of that site. The Clinical Coordinator reserves the right to not approve a clinical site if the site doesn't meet minimum standards or Program mission/objectives.

The Clinical Coordinator will give students deadlines by which site identification must be completed. If the deadline cannot be met, the student must perform the rotation at an affiliated site assigned.

Students may not be present at sites that are arranged personally. All clinical experiences must receive prior approval by the Clinical Coordinator.

C. On-line students

On-line students should receive clinical sponsorship and proper affiliation agreement prior to commencing the ISU MLS Program. Admissions is conditional upon sponsorship throughout the program. Failure to maintain appropriate sponsorship will result in ISU MLS Program dismissal.

D. Clinical Placement

All MLS students will participate in preliminary placement interview with the Program Clinical Coordinator. The purpose of the interview is to determine the student's preference for placement and to gather information that might be useful in determining the actual placement.

Students will be scheduled for clinical rotations at one or more of the program's clinical sites. There is no absolute guarantee of a student being placed in a specific site. Placement decisions will be made by the MLS faculty in consultation with the clinical faculty. The Program guarantees that students will be placed in all required clinical rotations as long as the student is in good academic standing. However, when

there is a lack of clinical rotations available at a particular time, there may be a short delay in their schedule. As such, the MLS program reserves the right to place a student for rotation during either the summer or fall semesters following completion of required coursework.

E. Vaccinations & CPR/BLS

Before starting the clinical practical, the student (all, including on-line students) must have accomplished all immunizations and health screening requirements as outlined below. All – including on-line students must submit immunization records and BLS card in Moodle by March 1.

1. TST (tuberculosis skin testing, PPD testing). Each student should have a tuberculosis test within one (1) year of starting the clinical practicum and the student is required to repeat that testing if the clinical practical extends beyond the 1-year anniversary of that testing. Provide the x-ray OR TB blood test result in case the TB skin test is positive.

2. The student must be prepared to provide evidence of immunity to chicken pox, measles and rubella: MMR (Measles/Mumps/Rubella). Two doses of MMR vaccination or titer to indicate immunity.

3. HEPATITIS B. Series of three HepB vaccinations and/or titer to indicate immunity. If you have recently started the series, the series does not need to be complete in order to start rotations. Provide the dates of the ones that are complete which should reflect that you are on schedule with the series.

4. Tdap. One dose within the last 10 years OR a Td adult booster if Tdap was given more than 10 years ago.

5. VARICELLA. Two doses of varicella vaccine were given in the childhood. Do the titer to indicate immunity.

6. FLU VACCINATION may be required.

7. CPR/BLS Certification: The student should be prepared to provide evidence of training in CPR within the past 2 years.

It is strongly recommended that the student maintain copies of any and all testing/results and certifications in the event those documents need to be presented to the clinical site.

F. Health insurance

It is the student responsibility to provide an updated insurance card or equivalent. All ISU MLS students must be insured while on rotations, it is not negotiable. Failure to have health insurance will prohibit a student from a clinical experience which would prevent such individual from graduating with a MLS degree.

Subscriber/Member ID _____ Insurance Carrier _____
Primary Subscriber's Name _____

G. Drug Screening and Background Checks

Prescreening requirements have now been introduced into many of the clinical student affiliation agreements. These prescreening requirements are often the same as those required of employees

(background checks and drug screens) at the clinical training facilities. The rationale for extending requirements to clinical students was the concept of due diligence and competency assessment of all individuals whose assignments bring them in contact with patients or employees. Competency extends beyond technical skills to an individual's criminal and substance abuse history. This approach often helps the facility to ensure uniform compliance with the Joint Commission on Accreditation of Healthcare Organization standards pertaining to human resource management.

Many clinical affiliates require that each student be administered a drug screening test prior to clinical practicum start date. Students must be prepared to provide results of drug screening when required. Unless prior arrangements have been made with the facility where the practicum experiences are performed, the student is responsible for the costs of this screening.

Students (all, including on-line students) are required to obtain a background evaluation prior to their assignment, which includes a criminal background evaluation/history. Typically no student will be permitted to participate in educational or patient care activities if the individual has been convicted of a crime, other than a misdemeanor driving violation. Unless prior arrangements have been made with the facility where the practicum experiences are performed, the student is responsible for the costs of any initial and subsequent criminal background checks.

The background check should be done within one (1) year of starting the clinical practicum and the student is required to repeat that testing if the clinical practical extends beyond the 1-year anniversary of that testing. The background check should be submitted in Moodle by March 15.

Students refusing to comply with clinical facility drug screening and criminal background check requirements will not be permitted to continue their clinical practicum and are subject to dismissal from the program.

H. Professional Liability

Students are covered by the professional liability policy of the ISU only when serving on an approved internship and conforming to the policies and procedures set forth in this document and the accompanying course syllabi. MLS students are only covered in program assigned activities. Coverage does not apply to students who participate in unassigned activities on their own accord.

Students placed for rotations outside of Idaho must provide the Clinical Coordinator with address of their residence.

I. Clinical Rotations Format

During clinical rotations students will be cycled in Clinical Chemistry, Microbiology, Hematology, Blood Bank, Urinalysis, and Quality Control. These focus areas can be completed at one site or multiple sites. To be eligible for rotations, students must sign up for six ISU credits:

MLS 4491 – Microbiology practicum, 2 credits

MLS 4492 – Hematology and urinalysis practicum, 2 credits

MLS 4493 – Transfusion blood bank, 1 credit

MLS 4494 – Chemistry and automation, 1 credit

Rotations Checklist should be signed by the preceptors and submitted three days before semester ends **regardless** of whether the practicum has been completed. The completed documentation should be resubmitted upon completion of clinical internship.

Testing at the clinical site. Clinical sites will assess students' knowledge and preparation for the future work in the field. Clinical sites reserve the right to evaluate each student individually by administering tests, quizzes, and homework assignments.

Students are required to sign in and out **regardless** of the policy for employees within the clinical laboratory. The Attendance log should be maintained by the student and submitted in Moodle three days before semester ends. The completed documentation should be resubmitted upon completion of clinical internship.

Failure to submit Rotations checklist and/or Attendance log by the due date will result in Unsatisfactory "Failing" grade for rotations.

J. Clinical site policies. The overall principle for all clinical education is that students are expected to conduct themselves in a professional manner at all times. Students refusing to comply with clinical facility prerequisites will not be permitted to continue their clinical practicum and will be subject to dismissal from the program.

During the 12-week clinical rotation, students spend a minimum of 8 hours per day five days a week in the laboratory. Exact times will be arranged by the individual laboratory supervisor. The maximum number of hours per shift is ten. In case a student chooses to stay in the lab longer than ten hours, extra hours will not be counted towards rotations.

All absence from clinical education must be documented. Examples of important reasons for an excused absence from clinical rotations are illness requiring physician attention and death in the immediate family. Students should be prepared to show documented evidence of illness or serious emergency upon request. Sick days and any missed hours shall be made up. Tardiness is defined as arriving more than 5 minutes late or leaving 5 minutes early. Tardiness of one hour or more is considered an unexcused absence.

K. Reporting Accidents and Incidents.

Any accident or incident involving laboratory personnel should be reported immediately to the lab manager and to the MLS Clinical Coordinator. The accident or incident needs to be documented promptly and thoroughly on an incident report form. Injuries include any cuts or needle punctures as well as more serious incidents.

L. Emergency. In case of emergency, students must notify the affiliate Lab Manager/Education Coordinator AND the MLS Clinical Coordinator before the start of the scheduled work day. If more than two days are missed during clinical rotations, the time must be made up. All make up time must be completed within that rotation.

M. Dress Code Policy. This is a professional program, and students are required to dress professionally and maintain exemplary personal hygiene. Each preceptor/clinical site will establish the dress code that is appropriate for that site. Unless otherwise specified by the preceptor, business professional attire, including a lab coat is expected of all students. Personal grooming, hygiene and attire reflect the image of the laboratory. Personal neatness, cleanliness and conservative apparel will best convey a

professional image. Various methods of dress and appearance are permissible as long as the student is neat, clean and professional in the judgment of the clinical instructor, manager or director.

The following policies are established to achieve a professional appearance, protect student and patient health, and appeal to the broadest sensitivity of patients' desires for their health care provider to dress professionally and demonstrate exemplary personal hygiene.

1. Students are required to follow the dress code of the clinical site.
2. Identification badge must be worn at all times. In case the badge is not provided, students are required to wear the ISU Bengal card.
3. Soft-soled, closed-toe, leather shoes must be worn in all analytical areas and in all patient care areas. Leather athletic shoes must be neat and clean. Socks should be worn at all times.
4. Hair must be neat and clean. Long hair (shoulder length) must be tied back. Beards, mustaches and fingernails must be kept trimmed, neat and clean.
5. Jewelry: All employees are expected to be conservative in wearing jewelry. No excessive piercings (example: nose, eyebrow, lips etc.)
6. All tattoos should be covered if possible.
7. Street clothes must be professional in appearance in the judgment of the individual's supervisor. Blue jeans, T-shirts and sweatshirts with writing, sweatpants and warm-up pants are not allowed.
8. Clinical facilities have the right to require the removal of jewelry.

N. Registration Requirements. Students are required to register for all credits as directed by the ISU MLS Program Director. Failure to register for all requested credits due to tuition issues, university holds, personal conflicts, or any other reason without preceding documented permission from the ISU MLS Program Director will result in immediate dismissal from the ISU MLS Program. Readmission will not be guaranteed.

O. Assessment Consent. As part of institutional and state outcomes assessment requirements, and state and national program accreditation requirements, the College of Health Professions collects copies of performance assessments and assessment data for the purposes of individual and program accountability. By enrolling in this program, you consent to have your assessment information collected and utilized by Idaho State University or the College of Health Professions for these purposes and as part of credibility studies supporting the validity, consistency, and fairness of the assessments.

To protect your confidentiality, when summary reports are published or discussed in conferences, no information will be included that will reveal your identity. If photographs, videos, or audiotape recordings of you obtained from your performance assessments are used to demonstrate program accountability, then your identity will be protected or disguised, or we will ask you for permission to disclose your identity in order to give you credit for your performance. We may disclose the assessment information we collect about you under other circumstances as permitted or required by law. Assessment data are maintained and disclosed in accordance with Idaho State University policies to insure compliance with the provisions of the Federal Family Education Rights and Privacy Act of 1974, as amended.

Special C0vid-19 Instructions:

It is a requirement for all students, faculty, and staff to wear facial coverings in all public spaces on campus, including classrooms and laboratories, in order to protect the health and safety of everyone on campus. Please, wear your facial covering in class every day. If you need facial covering, contact Dean of

Students Office (208) 282-2794. If you need a face shield for health reasons, contact Disability Services at (208) 282-3599. Please note that you will be asked to leave the classroom if you fail to wear a facial covering in class.

RH, 08/2020

**MY SIGNATURE ATTESTS THAT I HAVE READ THE MLS STUDENT HANDBOOK AND I UNDERSTAND
ALL OF THE POLICIES FOR PROGRESSION AND COMPLETION
OF THE PROGRAM REQUIREMENTS, i.e. DIDACTIC COURSES AND CLINICAL ROTATIONS**

Print this page and submit to your lab instructor during the first week of classes

On-line students only: print this page and submit in Moodle or to Program Director

Student Signature

Date

Print name